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| **Item** | **Notes** | **Action Items** |
|  | **Call to order:** |  |
| **1.0** | **Roll Call & Memoriam** |  |
|  | * 1. **Roll Call: Meaghen Allen, Manny Ahmad, Paul Kascak, Leah Danyluk, Ashley Yu, Jennifer Guth**   2. **Regrets: Chloe Letourneau, JacquieSchneider, Ryan Boyd, Olu Motajao**   3. **Guests:**   4. ***In Memoriam:*** |  |
| **2.0** | **Adoption of Agenda** |  |
|  | Add: Nothing to Add  **MOTION:**  ***NAME****: P. Kascak, Seconded by S. Budgell* |  |
| **3.0** | **Approval of Meeting Minutes** |  |
|  | **Pauil will send out an email Motion for December, January, and February Minutes.** |  |
| **4.0** | **Recording of E-mail Motions** |  |
|  | Email motion was sent out on January 22, 2022 for 2021 August, AGM September, October, and November minutes.  ***NAME****: M. Allen, seconded by S. Budgell*  Additional changes are needed to the minutes as pointed out by the executive. | Paul: To make the necessary changes to the minutes. |
| **5.0** | **Standing Items: Operational Excellence** |  |
| **5.1** | ***Financial Update: Each Executive member will develop a strong working knowledge of the Alberta Branch finances.***  **5.1.1.** Financial Update  Anticipating we will get rebates from National soon.  5.1.2 Special Budget Meeting Summary  Feedback from executive was that the presentation was great. Executive members have a better idea where our finances stand and what information needs to be updated.  Regarding updating information, Leah has touched based with Meaghen, but we need 3 people for signing authority. It was decided that the President-Elect was chosen to be 3rd person.Therefore, Leah, Meaghen, and Scott will be the three signing authoritieis. Signing authorities will need to provide their Drivers License and other ID.  We should have the entire executives contact information. Paul can work on a list; he will need the name, mailing address, and personal cell phone of the executive. | Leah: To Send to information to Paul for record keeping. |
| **5.2** | ***Fall Workshop: We recognize the importance of our Fall Educational Workshop from both a professional development and profitability standpoint.***  **5.2.1**  2022 AB Fall Workshop – Ryan  Still ongoing. No further updates. |  |
| **5.3** | ***Executive Updates: The Executive members will consider the importance of future succession planning and their own attendance at meetings.***  **5.3.1** Zone Councillor updates  No zone councillor updates received.  President’s update – Arctic Zone Rep Chloe is stepping down due to COVID-19 and staffing issues. Interest from an inspector out in Cambridge Bay. Will go through membership list and send out an Arctic Zone Councillor Expression of Interest Email.  Amanda Hepp is interested in serving as South Zone Councillor. She will ofiicially becoming Zone Councillor as of February 15, 2021. |  |
| **5.4** | ***CoPE: Update from Alberta Representative:* 5.4.1** Update- J. Guth  Had the opportunity to test the new system. Some glitches were found with reducing PDH hours; it’s gone back to the company for review before members see the system. No date set for final product launch but we’re hope for the end of the month. Working on finalizing PDH entry model. Webinar planned for March/April to go through the whole system with members.  Meaghen: Have they started to do audits? Any info on people not have submitted their hours.  Jen: A list of auto-fails may have ready been generated. Once the new system documents are ready, we can proceed with audits. Planing on sticking with previously trained members. |  |
| **5.5** | ***BOC: Update from Alberta Representative***  **5.5.1** Update – D. Romanish  Was unable to login into Zoom previously – will provide update similar to January. As previously stated, the board is in the process of revamping the written portion of the BOC exam, and hopes to implement the new segment in April 2024.  We have already decided on the structure we will be moving forward with, but there are still details to be ironed out. Will be moving more to an on-the-spot written letter/memo that is done as part of the oral segment, similar to how student interviews are conducted in Alberta. Basically, the student will be sent to a different room with a computer and given a scenario in which they need to provide a written response to that written response will be graded on formality, accuracy, grammar, etc. The second update is that there will be another foreign-trained equivalency exam being offered in April 2022.  We have received 6 sets of credentials from candidates hoping to be deemed eligible for the equivalency exam. 100 MC questions to negate schooling in Canada, still need BOC practicum and examination. Must have a 75% pass rate and is not intended to be an entry level exam; intended to be for seasoned inspectors.  Paul: Could you discuss some of the logistics of the written exam? How many emails will the examinees need to draft?  Daria: The work is very prelimary and is subject to change, but so far the plan will be to have students sit down at a computer and prepare an email response. Everyone will have one scenario that is the same across the country. Examinees will have one hour. An example scenario could be a food operator asking about sous vide. Any resources necessary will need will be provided upfront. Needs to consider that the legislation is different, so responses may be province specific. In order to prevent candidates trying to share repsonses (i.e. cheat), currently tossing around ideas like being seated at a computer with internet disconnected. |  |
| **5.6** | ***NEC: President to Update on National Initiatives.***  5.6.1 National Executive Committee Update  COPE is looking for members of the COPE appeal and BOC appeal. Because there are deadlines, there is a certain time when people need their hearing scheduled. if anyone from the executive is interested please let Meaghen let me know. May-June would likely be the appeal time, so any member would need to be available for those two months.  CIPHI National is looking at marketing opportunities.  In-Person meeting in Victoria was postposed. Re-scheduled for the month of April but noe specific date sets yet. |  |
| **5.7** | ***Monthly AB Branch CIPHI Sessions***   * + 1. Febraury Session – Nelson Fok – UV Disinfection   Alberta Branch Education sessions are proceeding smoothly with monthly education session dates. Nelson’s presentation was well-attended by members. Was able to record Nelson’s session. Uploaded to CIPHI account, and only shared to people who have reached out to me who asked for it.  Will be importantly to confirm with presenters if sharing the presentation publically is acceptable. Might be something to mention when announcing monthly education sessions (one time only v.s. watch later).   * + 1. Upcoming sessions   Jacquie to provide contact info for March speaker. Need ideas for April and May, Amanda’s presenter is available but probably close to summertime.   * + 1. Platform for sessions   National has allowed use of it’s zoom account to host the sessions. Able to record sessions using that account. |  |
| **5.8** | ***AB Branch Documents***   * + 1. By-law Review - Jacquie – Tabled     2. Educational Sponsorship Policy - Tabled     3. Others - Tabled |  |
| **5.9** | ***Board Accountability Project:***  5.9.1 Update Board Accountability Project– S. Budgell –  Meeting planned for next Thursday. Having issues getting into any CIPHI documents.  Paul: I will troubleshoot with Scott and look into resetting his password/recovery information. | Paul: To assist Scott with accessing the CIPHI Email. |
| **6.0** | **Standing Items: Advocacy** |  |
| **6.1** | ***Awards: We will continue to use our awards as a way to engage & support our members and partners.***  6.1.1 Award updates - A. Yu  Call out for award will need to go out soon. Planned for March and April. |  |
| **6.2** | ***EPHW: We will continue to use EPHW as a way to celebrate and promote the profession.-*** Tabled |  |
| **6.3** | ***Membership Engagement: Zones will actively engage membership each month through Info share, meetings, phone calls, etc.***  6.3.1 Social Events – Tabled |  |
| **6.4** | ***Website & Members Service Center: Our Executive will visit the website and MSC routinely and be aware of opportunities with respect to outward communications via these forums.***  6.4.2 Website Update - M.Allen and M. Ahmed  Spoke with Jeremy regarding website. All items are backed up. Goal will be to display 3 years of information on the website.  Old website is still available – Timelines on that have been pushed back. |  |
| **6.5** | ***Concordia: We will continue to foster a partnership with the Environmental Health program at Concordia University of Edmonton.***   * + 1. Non-voting student rep on Executive - Tabled |  |
| **7.0** | **New Business/Updates** |  |
|  | ***7.1 Membership Chair update***  Karah Harvey has accepted the role. Had a meeting yesterday with her and Erin Teare. Just went rhough with Karah and what the role entitled. Can pull reports.  ***7.2 Mailing Address***  Paul: We need to use a physical address as per GoA Email. What should we use as a physical address?  Meaghen: We will go with Manny’s physical address since he doesn’t mind. Hesistant with using any AHS address. |  |
| **8.0** | **Adjournment @ 1:01 PM** |  |
|  | **MOTION: Motion to adjourn**  ***NAME:*** *P.Kascak, seconded by S. Budgell*  ***None Opposed.*** |  |
|  | **Next Meeting: March 15, 2022 at 12PM** |  |